

Monday, August 3, 2015 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member

## AGENDA

1. Request to hold **Elections** for the positions of Chairperson and Vice-Chairperson.
2. Request to approve the minutes of the June 1, 2015 Personnel Board meeting.
3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received June and July 2015.
  1. Quentin Webb Education and Community Services
  2. Scott Grondin Fire Department
4. Report of Leave without Pay for June and July 2015.
5. Report of Civil Service Appointments for June and July 2015.
6. Report of Civil Service Resignations for June and July 2015.
  1. Chadli Fernandez Parks and Recreation
  2. Maureen Carulo Police Department
  3. Mark Quinlan Police Department
  4. Manuel Alvarez Police Department
  5. Chelsea Masson Police Department
  6. Yanixa Masson Police Department
  7. Lazaro Guerra Public Safety Communications
  8. Krystal Kotowski Public Safety Communications
  9. Charles J. Allen Education and Community Services
  10. Barbara Mederos Finance Department
  11. Ramon Lopez Fleet Maintenance
  12. Jose Fidalgo Information Technology
  13. Jeannie Hernandez Police Department
  14. John Novo Police Department
  15. Richard Martin Police Department
  16. Toni Morales Public Safety Communications
  17. Yaima Torres Public Safety Communications
  18. Julius Michael Diaz Public Works
  19. Dale Barrett Solid Waste

7. Report of Maternal/Paternal Leave for June and July 2015.

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| 1. Orlando Amador  | Fire Department   |
| 2. Joseph DiPietro | Police Department |
| 3. Ricardo Marin   | Public Works      |
| 4. Hever Aguiar    | Solid Waste       |

8. Report of Leave of Absence for June and July 2015. **None.**

9. Request to certify the eligibility list for **Director of Retirement.**

10. Request to certify the eligibility list for **Domestic Violence Victims Advocate.**

11. Request to certify the eligibility list for **Media Specialist /Inter-Department Liaison.**

12. Request to certify the eligibility list for **Sponsorship Coordinator.**

13. Request to certify the eligibility list for **Zoning Inspector I.**

14. Request to approve the **new** civil service classification and job description for the position of **Human Resources Specialist.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range 28 - \$1,077 - \$2,170 Bi-weekly

14a. Request to conduct a Civil Service examination for the position of **Human Resources Specialist** with the following criteria:

- a. In-house, Non-competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the **new** job description and resumes are attached. (No eligibility list on file.)

Range 28 - \$1,077 - \$2,170 Bi-weekly

15. Request to approve the **new** civil service classification and job description for the position of **Milander Center Director.**

Copy of **new** job description is attached. (No eligibility list on file.)

Range 50 - \$1,277 - \$2,485 Bi-weekly

15a. Request to conduct a Civil Service examination for the position of **Milander Center Director** with the following criteria:

- a. In-house, Competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the **new** job description is attached. (No eligibility list on file.)

Range 50 - \$1,277 - \$2,485 Bi-weekly

16. Request to approve the **new** civil service classification and job description for the position of **Office Associate Confidential**.

Copy of **new** job description is attached. (No eligibility list on file.)

Range 25 - \$921 - \$1,748 Bi-weekly

16a. Request to conduct a Civil Service examination for the position of **Office Associate Confidential** with the following criteria:

- a. In-house, Non-Competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the **new** job description and resume are attached. (No eligibility list on file.)

Range 25 - \$921 - \$1,748 Bi-weekly

17. Request to approve the **revised** job description for the position of **Education Center Director I**.

Copy of **revised** job description is attached. (Eligibility list to be abolished.)

Range 48 - \$1,077 - \$2,170 Bi-weekly

17a. Request to conduct a Civil Service examination for the **Education Center Director I** position with the following criteria:

- a. In-house, Competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the **revised** job description is attached. (Eligibility list to be abolished.)

Range 48 - \$1,077 - \$2,170 Bi-weekly

18. Request to approve the **revised** job description for the position of **Education Center Director II**.

Copy of **revised** job description is attached. (Eligibility list to be abolished.)

Range 49 - \$1,116 - \$2,355 Bi-weekly

- 18a. Request to conduct a Civil Service examination for the **Education Center Director II** position with the following criteria:

- a. In-house, Competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. A minimum score of 70% must be obtained in order to be placed on the eligibility list.

Copy of the **revised** job description is attached. (Eligibility list to be abolished.)

Range 49 - \$1,116 - \$2,355 Bi-weekly

19. Request to approve the **revised** job description for the position of **Human Resources Payroll Specialist**.

Copy of **revised** job description is attached (Eligibility list to be abolished.)

Range 31 - \$1,294 - \$2,639 Bi-weekly

- 19a. Request to conduct a Civil Service examination for the position of **Human Resources Payroll Specialist** with the following criteria:

- a. In-house, Competitive.
- b. 100% Written.
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the **revised** job description is attached. (Eligibility list to be abolished.)

Range 31 - \$1,294 - \$2,639 Bi-weekly

20. Request to approve the **revised** job description for the position of **Literacy Program Director**.

Copy of **revised** job description is attached (No eligibility list on file.)

Range 50 - \$1,277 - \$2,485 Bi-weekly

- 20a. Request to conduct a Civil Service examination for the position of **Literacy Program Director** with the following criteria:

- a. In-house, Competitive.
- b. 60% Oral.
- c. 40% Education and Experience.
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the **revised** job description is attached. (No eligibility list on file.)

Range 50 - \$1,277 - \$2,485 Bi-weekly

21. Request to approve the **revised** job description for the position of **Sponsorship Coordinator**.

Copy of **revised** job description is attached (Current eligibility is attached.)

Range 51 - \$1,294 - \$2,639 Bi-weekly

22. Request to abolish the eligibility list for the position of **Utilityman** certified at the April 4, 2005 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
23. Request to abolish the eligibility list for the position of **Citizen Aide** certified at the September 12, 2005 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
24. Request to abolish the eligibility list for the position of **Legal Secretary** certified at the May 1, 2006 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
25. Request to abolish the eligibility list for the position of **Crew Foreman** certified at the October 2, 2006 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
26. Request to abolish the eligibility list for the position of **Paralegal** certified at the October 2, 2006 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
27. Request to abolish the eligibility list for the position of **Systems Engineer** certified at the January 8, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
28. Request to abolish the eligibility list for the position of **Graphics Designer** certified at the April 2, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
29. Request to abolish the eligibility list for the position of **Automotive Supervisor I** certified at the May 7, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
30. Request to abolish the eligibility list for the position of **Communications and Special Events Supervisor** certified at the August 6, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
31. Request to abolish the eligibility list for the position of **Stockroom Clerk** certified at the August 6, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)

32. Request to abolish the eligibility list for the position of **Fire Communications Supervisor** certified at the October 15, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
33. Request to abolish the eligibility list for the position of **Facility Manager** certified at the November 5, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
34. Request to abolish the eligibility list for the position of **Land Survey-Rod Operator** certified at the November 5, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
35. Request to abolish the eligibility list for the position of **Parks Supervisor I** certified at the November 5, 2007 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
36. Request to abolish the eligibility list for the position of **Special Events Coordinator** certified at the February 4, 2008 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
37. Request to abolish the eligibility list for the position of **Service Worker** certified at the March 17, 2008 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
38. Request to abolish the eligibility list for the position of **Parks Crew Journeyman** certified at the November 5, 2008 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
39. Request to abolish the eligibility list for the position of **Human Resources Payroll Specialist** certified at the April 6, 2009 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
40. Request to abolish the eligibility list for the position of **Education Center Director I** certified at the April 12, 2010 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)
41. Request to abolish the eligibility list for the position of **Education Center Director II** certified at the April 12, 2010 Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.)

42. Request to hear Unfinished Business.

43. Request to hear New Business

**NEXT PERSONNEL BOARD MEETING: Monday, September 14, 2015 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.